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REPORT ON THE ADMINISTRATION

OF

THE STATIONERY DEPARTMENT

FOR THE OFFICIAL YEAR

1890-91.

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FROM T. INGLIS, ESQ.,

Offg. Secretary to the Board of Revenue, L.P.,

TO THE SECRETARY TO THE GOVERNMENT OF BENGAL,

FINANCIAL DEPARTMENT.

Dated Calcutta, the 31*st July* 1891.

SIR,

STATIONERY.

A. SMITH, ESQ.

I AM directed by the Board of Revenue to submit, for the information of Government, the annexed report from the Superintendent of Stationery, Calcutta, on the working of his office during the past official year, 1890-91, with the following remarks.

STATIONERY.

2. The statement given below shows the value of stores received into and issued from the Stationery Department during the past two years, as well as the value of stock at the close of those years:—

		1889-90.	1890-91.
		Rs.	Rs.
Value of stores at beginning of the year	...	11,46,468	8,07,666
Do. received and credited during the year	...	15,27,658*	18,87,799
Total	...	26,74,126*	26,95,465
Value of stores issued	...	18,66,460*	20,79,399
Balance	...	8,07,666*	6,16,066

3. Compared with 1889-90, there was, it will be seen, an increase both in the values of receipts and issues. Under the former head the increase amounted to Rs. 3,60,141, or 23 per cent., while under the latter it was Rs. 2,12,939, or 11 per cent. The balance at the close of the year of report shows a considerable decrease compared with that of the previous year, viz., Rs. 1,91,600, or 23 per cent., owing to the opening balance of the year having been much smaller than that of the year 1889-90.

4. The details of the receipts and issues are given in paragraph 3 of the Superintendent's report. The increase in the receipts is fully explained in paragraph 4 of the report. The decrease in the import of stationery from England from Rs. 5,03,109 in 1887-88 to Rs. 2,04,273 in the year of report, as the result of the policy of substituting articles of local for those of European manufacture, is noteworthy.

5. The increase in the cost of stores issued in the past year is principally due (1) to the issues to Provincial Governments and to the Departments and offices under the Government of India having been greater, (2) to the requirements of the census work, and (3) to the value of a large quantity of unserviceable stores having been written off the accounts. Of the Provincial Governments, Bengal shows an increase of Rs. 61,681, or 15 per cent., while Burmah exhibits a decrease of Rs. 40,418, or 23 per cent. Compared with these

* These are the revised figures reported by the Superintendent of Stationery—*vide* paragraph 1 of his report.

figures the increases and decreases in other provinces are considerably less. Full and detailed statements of the issues of stationery to different offices will as usual be compiled by the Superintendent for submission to each local Government and to the Government of India in the Financial Department, and as the fluctuations referred to will then be specially reviewed, they do not require further notice.

6. In the quantity of water-marked paper used with court-fee stamp and issued during the year under report, there was a decrease, but owing to the issue rate having been raised from Rs. 4 a ream to Rs. 4-8 per ream, the value increased by Rs. 602. This paper is now obtained from the Titaghur Paper Mill Company, and its cost in the current year will, the Superintendent states, be very much reduced.

7. The following statement compares the total value of ordinary stationery supplied by the Calcutta Stationery Office during the past two years :—

	1889-90.	1890-91.
	Rs.	Rs.
Total value of issues	18,66,460	20,79,399
Deduct items Nos. 9 to 15	46,490	61,396
Cost of water-marked paper of all kinds (*vide* item 6, Appendix C)	1,74,836	1,75,657
Supplies to presses	11,51,101	13,29,766
Total ...	13,72,427	15,76,819
Balance ...	4,94,033	5,02,580

With the increase in the total value of issues, the actual cost of stationery ordinarily supplied during the past year advanced by Rs. 8,547, or nearly 2 per cent., which is not an unreasonable addition, considering that 60 new indenting offices have been furnished with stationery. In the supplies to presses, which is the chief item of expenditure, there was, however, an increase of Rs. 1,88,665 or 16 per cent., as compared with the year 1889-90. Of this amount nearly one lakh was absorbed by printing paper required for census forms in Bengal.

8. From Appendix B, annexed to the Superintendent's report, it will be seen that the number of new offices authorised to indent for supplies from the Stationery Office during the course of the year of report was 70 against 60 added in the year 1889-90.

9. Appendix C of the Superintendent's report compares the values of the different kinds of articles issued by the Superintendent of Stationery in the past two years. The result is a net increase of Rs. 2,12,939, or 11 per cent., which was chiefly caused by the larger issues of the articles noted in the margin. The decreases shown in the appendix are unimportant, the highest falling off being Rs. 2,071 in quill pens on account of the greater demand for steel pens. Complaints regarding the inferior quality of marble paper, red and blue pencils, red ink powder, black carbonic paper, and Prussian blue, all of which were received from England, were made during the year under report, and these have been brought to the notice of the Director-General of Stores by the Superintendent of Stationery. Of the articles locally obtained, exception was taken to note, foolscap, and blotting papers, and it is satisfactory to observe that the Mills have undertaken to remedy the defects.

Writing paper.
Printing paper.
Carbonic, papyrographic and other kinds of paper.
Paste, mill and straw boards.

10. The receipts and charges of the Stationery Office during the past two years are compared below :—

	Receipts.	Charges.
	Rs.	Rs.
1889-90	62,240	69,568
1890-91	78,715	70,701
Increase ...	16,475	1,133

As already noticed in the report for 1889-90, the receipts shown above were chiefly derived from an allowance of commission of 5 per cent. on the

value of locally purchased stores. The increase obtained in the past year was almost wholly contributed by this item. In the charges also there was an increase, but being very small it requires no special notice.

11. The rates of country paper supplied by the Bally, Titaghur, and Lucknow Mills were the same as those of the year preceding the year under report, but the Scindia Mill appears to have lowered its rates.

Form Branch.

12. The Form Store Department of the Calcutta Stationery Office deals exclusively with Bengal and Assam, as the other local Governments, which obtain their supplies of stationery from this office, procure their forms direct from the printing presses, except, it is said, in the case of certain stamp and account forms. The figures given below show the total receipts and issues of standard and special forms, and the number of indents received and complied with in the two years, 1889-90 and 1890-91 :—

		Forms.	
		Received.	Issued.
1889-90	...	74,667,827	71,201,429
1890-91	...	66,871,622	68,403,460

Indents for forms.

		Balance of previous year.	Number received during the year.	Total.	Number complied with.	Number remaining uncomplied.
1889-90	...	459	6,007	6,466	5,571	895
1890-91	...	895	5,957	6,852	5,515	1,337

There was, it appears, a reduction of 7,796,205 and 2,797,969 respectively in the total receipts and issues of forms. The total number of indents received in the Form Store Department was also less than in the previous year by 50. The decrease in the number of forms issued is, it is reported, the result of check exercised over indents by the Stationery Office, while the falling off in the receipts has been attributed to certain forms indented for from the press during the year under report not having been received until after the close of the year. Appendix H of the Superintendent's report and the facts stated in his paragraph 15 show that the extra work which devolved on the Stationery Office and the press was unusually heavy. The total number of forms supplied to Assam were—standard forms, 9,015,528, and special forms, 204,148.

13. From the figures given above, it will be noticed that the number of indents remaining to be supplied at the close of the past year increased by 442. Owing to this complaints regarding the delay in meeting their indents were received from the officers named in the margin, but as the Board are especially enquiring into this matter with reference to the orders of Government cited in the margin, and will shortly submit to Government a separate report on the subject, it is not necessary to make any further comments in this report. From communications received from the Superintendent of Stationery, and now pending consideration, it appears that the delay is attributable to—

District Judge of Purneah.
Ditto of Dinagepore.
Ditto of Patna.
Ditto of Beerbhoom.
Commissioner of Chota Nagpore.

No. 2529, dated 21st May 1891.
No. 2698, dated 6th June 1891.

(1) the introduction by the High Court of a new and revised set of forms for the use of the Civil Courts in Bengal and Assam in addition to the ordinary supplies of Civil Court forms for the year;

(2) revision of a large number of the existing forms by the Accountant-General, Bengal, and

(3) the inability of the Presidency Jail Press to keep up with the demands of the Stationery Office for new proofs and to meet the requirements of the Superintendent of Census Operations.

14. The following figures represent the receipts and charges of the Form Branch in the last two years:—

		Receipts. Rs.	Charges Rs.
1889-90	...	43,327	36,698
1890-91	...	28,579	36,233

The receipts in the year under report declined by Rs. 14,748, or 34 per cent., of which Rs. 4,725 was in the sale proceeds of service books and forms to the public in Bengal and Assam, and Rs. 10,030 in the value of forms supplied to local funds, &c., also in those provinces. No special reasons have been given for the former decrease. It is said that the cash decrease in the case of forms supplied to local funds, &c., is due to non-realization from the local bodies concerned. The Superintendent will be asked to see to the prompt adjustment of these balances. The small increase of Rs. 535 apparent in the charges was in freight, postage, cooly-hire, packing and other contingencies.

15. It is satisfactory to observe that the system of supplying newspapers and periodicals as well as rubber stamps and inks through the Stationery Office is working well.

16. From the correspondence noted in the margin it will be seen that the question of substituting generally steel for quill pens is at present pending the consideration and orders of Government, and that special measures have been adopted for testing the rates charged for paper manufactured in this country.

Government order No. Staty. 1890 2, dated 17th September 1890.
Board's endorsement to Government, No. 771B, dated 9th October 1890.
Government order No. 878, dated 5th March 1891.
Board's letter to Government, No. 335B, dated 8th May 1891.
Government order No. 740, dated 16th June 1891.

17. Mr. R. Drake held the appointment of the Superintendent of Stationery up to the 22nd January 1891, on which date Mr. F. C. Barnes, the permanent incumbent, resumed charge of his office. The Board are pleased to notice that both these officers performed their duties with zeal and efficiency.

I have the honour to be,

SIR,

Your most obedient servant,

T. INGLIS,

Offg. Secretary.

No. 1822.

FROM F. C. BARNES, ESQ.,

Superintendent of Stationery,

TO THE SECRETARY TO THE BOARD OF REVENUE, L.P.

Dated Calcutta, the 30th June 1891.

SIR,

I HAVE the honour to submit the Annual Report on the Administration, expenditure, and receipts of the Stationery Department for 1890-91. From the beginning of the year to 22nd January 1891, the Department was under the control of Mr. R. Drake, who officiated for me during my absence to Europe, on furlough, but for the remainder of the year it has been under my charge. As last year's report was submitted to the Board before the books and accounts had been finally closed, the figures given in it were only approximately correct. The revised figures for that year are now given and are marked with an asterisk. The figures for the present year may be taken as accurate, as the accounts have been reconciled and the ledger closed.

2. The following is the statement of stock receipts and issues for the present and past year:—

	1889-90.	1890-91.
	Rs.	Rs.
Value of stores at beginning of the year ...	11,46,468	8,07,666
Ditto received and credited during the year	15,27,658*	18,87,799
Total ...	26,74,126*	26,95,465
Value of stores issued	18,66,460*	20,79,399
Balance ...	8,07,666*	6,16,066

3. Full details of the receipts and issues are given in the following statements. The English stores have been valued in the usual way by adding a percentage fixed yearly by the Comptroller-General to the invoiced prices of the stores taken at 2*s.* the rupee. This percentage covers difference in exchange and cost of freight, and for the year under review is 56, for the previous year it was 60. The value of the issues has been calculated according to the price-list of each year:—

PARTICULARS OF RECEIPTS.

	Details.	1889-90.	1890-91.
		Rs.	Rs.
1.	Value of English articles obtained from the India Office, calculated at 2 shillings per rupee ...	2,04,273*	2,10,153
2.	Add 60 per cent. in 1889-90 and 56 per cent. in 1890-91, to cover exchange as well as freight, &c. ...	1,22,564*	1,17,685
3.	Value of paper received from the several local mills ...	9,86,141	13,02,395
4.	Value of country-made miscellaneous articles purchased locally	82,960	1,01,724
5.	Value of English stores purchased locally	6,559	11,550
6.	Value of stores received from officer in charge of Mogulserai-Howrah Railway Survey	.....	682
7.	Five per cent. commission on account of incidental charges on items 3, 4, 5, and 6	53,783	70,818
8.	Value of stores returned by indenting officers ...	2,658*	8,503
9.	Value of blank books, envelopes, &c., received from Superintendents, Government Printing, Bengal, India, and book-binders, including manufacturing charges ...	39,446	42,154
10.	Value of excess in stock-taking	4,223	778
11.	Value of transfer adjustments	1,531*	87
12.	Gain by revaluing the opening balance at the issue rates of 1889-90	23,520	.....
13.	Gain by revaluing the closing balance at the issue rates of 1889-90	.....	21,270
	Total ...	15,27,658*	18,87,799

	Particulars of Issues.	Cost of stationery issued in 1889-90.	Cost of stationery issued in 1890-91.
		Rs.	Rs.
1.	Value of stores issued to departments and officers under Local Governments (free of charge)	8,43,259*	8,69,630
2.	Value of stores issued to Local Governments for vernacular departments of Government offices charged against contract allowance	8,187	8,925
3.	Value of stores issued to departments and officers under the Government of India (free of charge) ...	6,86,601*	7,62,415
4.	Value of stores issued for Census Works (Imperial) ...	.....	93,308
5.	Value of water-marked paper issued to Provincial Governments	1,72,536	1,73,137
6.	Value of stores issued to State Railways on payment ...	84,641	87,452
7.	Value of stores issued to local funds and institutions on payment	9,128	7,810
8.	Value of stores issued to officers on cash payment ...	15,618	15,326
9.	Value of stores issued to Presidency Jail Press, Bengal Secretariat Press, India Press, and binders, &c., for manufacturing blank books, envelopes, &c. ...	30,108*	25,242
10.	Value of unserviceable stores written off and sold ...	.....	20,596
11.	Value of stores transferred to Bombay and Madras ...	.....	376
12.	Value of deficiencies in stock-taking	3,398	618
13.	Value of other miscellaneous adjustments ...	5,446*	7,487
14.	Loss by revaluing the closing balance at the issue rates of 1888-89	7,538	.....
15.	Loss by revaluing the opening balance at the issue rates of 1890-91	.....	7,077
	Total ...	18,66,460*	20,79,399

4. *Receipts.*—On the receipt side there is an increase in the value of both imported and locally obtained stores, especially in paper manufactured in India. The substitution of stores of Indian manufacture for articles manufactured in Europe is in accordance with the declared policy of the Government of India, and in recent years there has been a steady decrease in the quantity of stores obtained by the Stationery Office from England through the India Office. In 1887-88 the imported stores amounted to Rs. 5,03,109, in 1888-89 to Rs. 3,37,348, and in 1889-90 to Rs. 2,04,273. The slight increase of Rs. 5,880 in 1890-91 is due to larger imports of drawing papers, pencils and copying press materials, none of which articles are obtained locally. Item No. 6 represents the value of some section paper which the officer in charge of the Mogulserai-Howrah Railway Survey had purchased from an English firm. It was received with some stationery returned by him that he did not require. The increase in the purchases of locally-made paper was due to extra requirements of paper for Census forms, and also to a certain quantity of water-marked paper for use with court-fee stamps being obtained since December 1890 from the Titaghur Mills. The Census Department is also responsible to some extent for the increase in the purchases of miscellaneous articles procured locally. Additional supplies of English Stationery which had to be purchased in Calcutta were required at Government House on the occasion of the visit of His Imperial Highness the Cezarwitch, and the failure of stock of English longcloth necessitated the purchase of this article in the bazar.

5. *Issues.*—There is an increase in the issues to Provincial Governments of Rs. 27,108, as shown in the following abstract, and full detailed statements of this expenditure will, as usual, be submitted separately to each Local Government and to the Government of India in the Financial Department, for the Departments immediately subordinate to the Supreme Government :—

Statement showing the issues to Provincial Governments, including Vernacular Department.

GOVERNMENTS.	In 1889-90.		In 1890-91.		Increase.		Decrease.	
	Rs.	A.	Rs.	A.	Rs.	A.	Rs.	A.
Bengal	3,94,693	7*	4,56,374	3	61,680	12	...	
North-Western Provinces * and Oudh	1,75,132	7*	1,79,596	13	4,464	6	...	
Punjab	65,780	13	71,789	12	6,008	15	...	
Assam	18,751	12*	17,448	9	...		1,303	3
Central Provinces ...	7,947	10	6,166	7	...		1,781	3
Burma	1,71,587	7*	1,31,169	11	...		40,417	12
Burma, Upper ...	19,247	0*	17,520	3	...		1,726	13
Total rupees, excluding water-marked paper ...	8,53,140	8*	8,80,065	10	72,154	1	45,228	15
Deduct on account of charges for packing, &c., to Vernacular Department ...	1,693	9	1,510	10	...		182	15
Net charges ...	8,51,446	15*	8,78,555	0	72,154	1	45,046	0
Difference between increase and decrease ...	27,108	1	...		...		27,108	1
	8,78,555	0	...		...		72,154	1

6. From the following abstract showing the issues of water-marked paper it will be seen that there was an increase of Rs. 601-9 in the issues of 1890-91, compared with those of 1889-90. The quantity issued during the year under review including Imperial treasuries was 38,518 reams, against 43,206 reams in the previous year, but the issue rate was Rs. 4-8 a ream, against Rs. 4 a ream in the preceding year. The cost of this paper in the current year will be considerably reduced, as it is now obtained from the Titaghar Paper Mill Company:—

Water-marked paper.

	1889-90.		1890-91.		Increase.		Decrease.	
	Rs.	A.	Rs	A.	Rs.	A.	Rs.	A.
Bengal ...	1,12,199	5	1,11,855	7	.....		343	14
Punjab ...	45,500	0	46,372	8	872	8	.....	
Assam ...	7,856	5	6,539	4	.....		1,317	1
Central Provinces	6,980	0	8,370	0	1,390	0	.....	
Total ...	1,72,535	10	1,73,137	3	2,262	8	1,660	15
Difference between increase and decrease ...	601	9	.....		.....		601	9
	1,73,137	3	.....		.....		2,262	8

7. The increase of Rs. 3,089 under State Railways is explained in the following statement. There were increased demands from the North-Western Railway, Punjab, of Rs. 18,282 from the Burmah State Railway of Rs. 5,454, and lesser demands from the Eastern Bengal State Railway of Rs. 17,157, and from the Tirhoot State Railway of Rs. 7,319:—

	1889-90.			1890-91.		
	Actual cost of stationery supplied.	Packing charges.	Total cost, including charges.	Actual cost of stationery supplied.	Packing charges.	Total cost, including charges.
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1. Bengal	58,777	309	59,086	34,774	38	34,812
2. North-Western Provinces and Oudh ...	9,646	422	10,068	9,807	347	10,154
3. Punjab	7,121	190	7,311	25,430	536	25,966
4. Burma	8,604	503	9,107	15,435	740	16,175
5. Assam	191	46	237	46	6	52
6. Central Provinces ...	2	...	2	228	3	231
7. India	283	5	288	1,212	43	1,255
8. Central India ...	...	...	...	104	4	108
9. Madras	17	4	21	416	40	456
Total ...	84,641	1,479	86,120	87,452	1,757	89,209

8. Details of the issues to Local Funds and Institutions according to Provinces are given below :—

	1889-90.				1890-91.			
	Actual.	Commission.	Charges.	Total.	Actual.	Commission.	Charges.	Total.
	Rs.	Rs.	Rs.	Rs	Rs.	Rs.	Rs.	Rs.
1. Bengal ...	6,626	663	357	7,646	5,081	508	248	5,837
2. Central Provinces	...	...	...	...	93	9	5	107
3. North-Western Provinces ...	834	83	21	938	711	71	22	804
4. Punjab ...	1,128	113	39	1,280	1,230	123	37	1,390
5. Central India ...	37	...	2	39	...	...	...	...
6. Burma ...	249	25	33	307	163	16	16	195
7. Assam ...	163	16	10	189	532	53	79	664
8. India	91	9	1	101	...	...	...	...
Total ...	9,128	909	463	10,500	7,810	780	407	8,997

9. The large sums spent every year by the Stationery Office for the purchase of paper may have led somewhat unfairly, perhaps to a general idea that Government officials are, as a rule, somewhat wantonly wasteful in their use of stationery. It may be as well perhaps to state clearly that the amount spent in meeting the requirements of Government offices in the year under report is Rs. 5,02,580 only, and this includes not only the ordinary supplies of pens, ink, and writing paper, but drawing paper, water colours, book-binding materials, and other miscellaneous articles which are used for survey or map drawing. The average cost of stationery to each indenting office comes to about Rs. 150. The bulk of the paper, purchased yearly by the Stationery Office, is consumed in the printing presses. Telegraph message-envelopes and postal forms take up a large percentage of the supplies, and books, gazettes pamphlets go to swell the expenditure in addition to the multitudinous printed forms which are necessarily used, literally by thousands, in public departments. The total cost of the paper and other materials supplied to the Government printing presses amounted to Rs. 13,39,766 and over this large item of expenditure the Stationery Office exercises no control.

10. In the appendices attached to this report, further detailed information is given in regard to the expenditure. Appendix A gives a comparative statement showing the distribution on account of cost of stationery claimed from each Local Government and Administration in details of departments. These figures are furnished by the Stationery Office to the Accounts Department for incorporation in the civil accounts of each province and Administration. Appendix B gives a list of the new offices which have indented on the Stationery Office during the course of the year. The number is 70 against 60 added last year. The total number of indenting officers now amounts to about 3,250. Appendix C shows the value of the issues according to the different kinds of articles supplied. As an accurate comparative statement of the results of the two years under review it is worthless, owing to the fact that the rates at which the articles are valued vary from year to year according to change of prices and fluctuations in exchange, but it gives a general idea of the relative consumption of the various articles enumerated. There is nothing in it that calls for special remark, except that there was a larger demand in the present year than in the past for steel pens, instead of quill pens, probably due to the fact that the quill pens were not generally approved of. Appendix D shows the different descriptions of papers issued to the Government Printing Presses. In restricting the use of hand-made papers as much as possible, and substituting machine-made papers, the example of the English Stationery Office is followed. In the report of the Comptroller of Her Majesty's Stationery Office for 1881, the following passage occurs:—"At one time the use of costly hand-made paper was almost universal in the Government service. Blue-books were printed on it, and the entire accounts and correspondence of the public departments were written and recorded on this description of paper. It has gradually been displaced by paper manufactured by machine at much less cost; and now, except for purposes of permanent and important records, the use of hand-made paper has been abolished."

As there is no paper mill in India which makes hand-made paper, all hand-made papers have to be imported. It will be noticed that the Government of Bengal is the largest consumer of hand-made paper, the reason being that many of the registers and documents required by the Registration Department are printed on hand-made paper. The consumption in future will be increased, as certain registers recently introduced by the High Court for use in mofussil courts have to be printed on hand-made paper. The following abstract shows concisely the descriptions of paper used in the printing presses:—

		1889-90.	1890-91.	Difference.
		Rs.	Rs.	Rs.
Hand-made paper ...	...	36,651*	48,192	+11,541
Blue-laid machine-made	...	25,331*	30,688	+5,357
Cream-wove do.	...	1,00,875*	1,51,067	+50,192
White printing do.	...	4,37,187*	4,42,685	+5,498
Half-bleached do.	...	2,74,672*	3,68,130	+93,458
Total	...	8,74,716*	10,40,762	+1,66,046

11. The results of the year may thus be generally summarised. The Imperial Government bears the charges of Rs. 2,10,153 for imported stores (plus the difference in exchange required to adjust the transactions with the Secretary of State), of Rs. 14,04,119 for country-made stores, and of Rs. 8,55,723 for the supplies to departments and offices directly subordinate to it and to the Census offices. On the other hand, it recovers from Local Governments and paying departments, &c., the sums of Rs. 10,51,692 and Rs. 1,10,588, respectively, and holds a stock balance valued at Rs. 6,16,066.

12. The following is a statement of the receipts and charges of the Stationery office:—

	Receipts.	1889-90.		1890-91.	
		Amount.	Total	Amount.	Total.
		Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
1	Five per cent. commission on the value of locally-purchased articles	53,783 0 0		70,818 0 0	
2	Packing charges and cooly hire added to the cost of stationery supplied on payment	3,618 0 0		3,513 0 0	
3	Ten per cent. commission realized on sales of stationery for cash ...	3,289 0 0	60,690 0 0	3,206 0 0	77,537 0 0
	Miscellaneous receipts realized in Stationery office.				
1	Amount paid by store-keeper for deficiency in stock-taking ...	43 9 2†		.....	
2	Amount recovered from the store-keeper on account of short receipts	25 13 11		25 5 5	
3	Amount of sale proceeds of unserviceable stores	1,124 14 0		910 6 3	
4	Value of stationery lost, realized from the Railway Company ...	5 15 9		.....	
5	Value of stationery damaged, realized from the packer and despatcher ...	37 5 0	1,237 9 10	.....	935 11 8
6	Canvas sold	90 15 0		0 6 0	
7	Empty cases and planks sold ...	37 2 0		6 0 0	
8	Tin cuttings sold	54 8 6		47 2 0	
9	Empty bottles sold	50 2 10		63 12 0	
10	Iron hoops sold	73 8 6		69 14 0	
11	Dealwood planks sold	41 0 0		81 15 0	
		347 4 10		269 1 0	
	Less commission at 10 per cent. on items 6 to 11 paid to the store-keeper	34 11 8	312 9 2	26 14 6	242 2 6
	Grand Total ..	.....	62,240 3 0	.....	78,714 14 2

† For 1887-88. This amount was realized in June and credited in July 1889, and was erroneously included in the figures for 1888-89.

	Charges.	1889-90.		1890-91.	
		Amount.	Total.	Amount.	Total.
		Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
	Establishment.				
1	Permanent	26,985 0 0		28,960 12 3	
2	Temporary	2,823 0 0		2,279 8 0	
			29,808 0 0		31,240 4 3
	Contingencies.				
1	Godown rent	2,150 0 0		2,072 0 0	
2	Cooly hire	4,278 15 10		3,452 8 9	
3	Packing cases	5,740 3 2		7,285 8 7	
4	Freight	13,401 12 9		11,025 0 3	
5	Postage	1,219 4 0		1,746 8 0	
6	Printing charges	2,665 0 0		2,844 0 0	
7	Landing and shipping charges ...	2,192 0 6		2,452 0 0	
8	Miscellaneous	8,112 8 3		8,583 4 9	
			39,759 12 6		39,460 14 4
	Grand Total ...	.....	69,567 12 6	.....	70,701 2 7

13. *General remarks.*—Complaints of the inferior quality of some articles were received from 23 officers. The English stores with which dissatisfaction was expressed were marble paper, red and blue pencils, red ink powder, black carbonic paper and Prussian blue. The matter of these complaints has been reported to the Director-General of Stores, India Office. The articles of Indian manufacture to which exception was taken were note and foolscap paper and blotting paper. The blotting paper is rather too harsh in surface and therefore not absorbent enough. This defect the mills have undertaken to remedy, and they are also steadily improving the quality of the cream-wove writing papers, both note and foolscap size. Mr. Donithorne, the Examiner of locally-manufactured Stores, has performed his duties with care and skill. The number of locally-manufactured articles which the Stationery Office obtains, with their contract prices, is shown in Appendix F, Part II.

The relative cost of paper of Indian manufacture and of imported English paper has recently been under the consideration of the Government of India and the Secretary of State. After a careful examination of the method of comparing the cost of printing paper purchased in India with the estimated cost of obtaining it through the India Office, the Director-General of Stores of the India Office came to the conclusion that the paper could have been supplied cheaper from England. In order that in future the rates charged for locally manufactured paper may be tested with the current prices of English paper, it has been decided that the Superintendent of Stationery shall send samples of paper direct to the Store Department of the India Office seven or eight weeks at least before he calls for tenders and ascertain, in correspondence with the Director-General of Stores, at what cost similar paper could be obtained in England. The recent establishment of the Bengal Paper Mills at Raneegunge by Messrs. Balmer, Lawrie and Company has increased the competition for Government patronage, and consequently a considerable reduction in the rates of all the Indian Paper Mills for the current year's supplies has been effected. There can be little doubt I think that the Indian paper now supplied to the Stationery Office is as cheap, if not cheaper, than English paper, and the price of the latter has apparently reached a minimum. In regard to this matter, and the results of over-competition in the paper trade, the following extract from a note by the Examiner of Paper, published as an appendix to the report of the Controller of Her Majesty's Stationery Office for 1890, will be of interest:—

"In continuation of the memorandum furnished by me in your report for 1887 with regard to the prices of the various papers supplied to this office, there appears to have been since my first statement for a time a rise in the classes of papers most largely purchased, but this improvement has not

been maintained, and the Syndicate formed, or attempted to be formed, fell through :—

In 1885-86 the average prices were—		In 1888-89 these were—
	Per lb.	Per lb.
Handmades	11*d.*	... 11¾*d.*
Loft-dried writings	6¾*d.*	... 8½*d.*
Ordinary writings	4*d.*	... 3¾*d.*
Second papers	3½*d.*	... 3⅛*d.*
Printings and colours	2½*d.*	... 2⅛*d.*
Buffs	2⅛*d.*	... 1⅞*d.*
Blotting	3¾*d.*	... 3⅛*d.*

"These figures show a slight rise in the handmades and a considerable rise in loft-drieds, but a further fall in all the remaining papers.

"It is scarcely possible that prices of the latter class can be further lowered, the present rates leaving only an infinitesimally small profit to the contractors, even when all the recent improvements in machinery and waste-saving appliances are taken advantage of. Unfortunately these low prices constitute a danger which it becomes increasingly difficult to guard against, for it is only to be expected, with the great influx of foreign papers and pressure of home competition, that attempts will be made to introduce inferior materials into the manufacture of papers. This is not so much a matter of importance in the case of common printings and writings, which come into immediate use and are then destroyed, but for valuable documents and records which are required to be in good preservation many years hence it is most essential that only the best materials should be used. In order to ensure this, great care has to be exercised in the examination and chemical and other tests resorted to before supplies can be safely accepted. The use of mechanical wood pulp is largely on the increase for the manufacture of all papers, a material specially objectionable where strength and durability is required."

Form Branch.

14. The report on this Branch differs from that on the other branches in that it relates exclusively to Bengal and Assam. The other local Governments who obtain stationery from this office procure their printed forms direct from the printing presses, except in the cases of certain Stamp Forms and Account Forms. The former are supplied by this office to all Treasury Officers who indent for stamps on the Calcutta Stamp Office, and the latter are sent to certain outlying treasuries, such as Quetta and Ajmere, where the forms prescribed by the Accountant-General, Bengal, are used. The general duties of the Form Branch were fully detailed in my annual report for 1887-88, and the procedure which regulates the indenting for the printing and supply of printed forms is laid down in the Stationery Manual. The receipts and issues of the year 1890-91 are detailed in Appendix G, and the following abstract shows the total results compared with those of the previous year.

	1889-90.	1890-91.	Difference.
Receipts	74,667,827	66,871,622	7,796,205
Issues	71,201,429	68,403,460	2,797,969

There is a large decrease both in the receipts and issues, and the careful scrutiny and check which all indents undergo has the effect of reducing all unnecessarily large requisitions that are made by district officers as the subjoined statement will show. On the other hand, the actual receipts of the year are not as large as they should be, as a number of forms which should have been included in them were not received from the Press, until after the close of the year.

Instances showing how certain items have been curtailed :—

Serial number of forms.	Number of copies originally indented for.	Reduced on explanation to.
High Court Criminal Form No. 118	3,000 forms	600 in Hindi. 200 in English.
Board's Excise No. 18	1,000 „	600
Ditto No. 16	200 books	125 books.
Accountant-General, Bengal, Form No. 5 ...	1,000 forms	Nil.
Board's Miscellaneous No. 37	200 „	Nil.
Civil Procedure Code Form No. 47B	200 „	Nil.
Board's Return No. LIV	30 „	Nil.
Board's Miscellaneous Form No. 311	10,000 „	1,000
Ditto ditto No. 312	10,000 „	2,000
Ditto ditto No. 313	4,000 „	2,000
Ditto ditto No. 314	4,000 „	2,000
Civil Procedure Code Form No. 47B	500 „	Nil.
High Court Criminal Form No. 3B	50 „	Nil.

The number of indents checked and passed into Store was 5,957 against 6,007 in 1889-90. The balance of indents to be supplied at the end of the previous year was 895, which added to 5,957, the number received, gives a total of 6,852. Of this number 5,515 have been supplied, leaving an unsupplied balance of 1,337. This balance is unusually high, and is due to the fact that many indents had to be retained for want of supplies from the Press, the work of printing having been delayed principally by revision of a large number of the existing forms by the High Court and the Accountant-General, Bengal. Much to my concern the indents of district officers have in many cases been greatly delayed, but a full report on this matter has been submitted by me to the Board. Out of 2,666 supplementary indents received from the district officers, 1,070 were supplied in full and 239 in part from the reserve stock.

15. In Appendix II is a list showing the number of standard forms belonging to each department, with the number of new forms that have been added and of old forms that have been revised during 1890-91. The Assam Government has introduced 67 new executive forms and revised 29 others, the Board of Revenue has prescribed 21 new forms and revised 86. Of Bengal Police forms 64 have been revised and of Account forms 36. The High Court added 125 forms to the Civil Procedure, Miscellaneous, and Criminal Procedure Forms, and revised 81 others. Of a total number of 7,357 on the list of standard forms, 437 have been revised and 346 new ones have been added. It will be seen, therefore, that the extra work imposed on the Stationery Office and the Press has been unusually heavy.

The total number of forms supplied to Assam during the year 1890-91 was—

Standard forms	9,015,528
Special forms	204,148
Total ...	9,219,676

including the following saleable forms:—

	Rs.	A.
Service-books	29	11
Saleable forms	1,592	5
Forms supplied to local funds	120	7
Total ...	1,742	7

The charges and receipts of the Form Branch for the years 1889-90 and 1890-91 are as follows:—

Statement showing the Receipts for the year 1890-91.

	1889-90.	1890-91.	Increase.	Decrease.
	Rs.	Rs.	Rs.	Rs.
Sale proceeds of service-books and forms to public in Bengal and Assam ...	19,890	15,165	...	4,725
Value of forms supplied to Local Funds, &c., in Bengal and Assam ...	22,490	12,460	...	10,030*
Value of forms supplied to Wards Department	198	211	13	...
Sale proceeds of obsolete forms ...	707	713	6	...
Value of forms supplied to Inland Labour Transport Fund ...	42	30	...	12
Total ...	43,327	28,579	19	14,767

* Owing to the delay in realization of cost of the forms from several officers.

Statement showing the Charges for the year 1890-91.

	1889-90.	1890-91.	Increase.	Decrease.
	Rs.	Rs.	Rs.	Rs.
Office and store establishment ...	13,648	13,397	...	251
Allowance to Assistant Superintendent for visiting Jail Press	600	600	...	...
Freight, postage, cooly-hire, packing and other contingencies ...	21,450	22,236	786†	...
Total ...	35,698	36,233	786	251

† Owing to the large despatches of forms.

16. The following statement shows some cases in which economy has been effected by substituting cheap for expensive paper, or by reducing the size of the forms:—

Description of forms.	Paper required.	Paper substituted.
Memorandum form (quarter sheet)	24 lbs. ⅛ C. W. D. F. ...	24 lbs. ⅛ white double foolscap.
Notice for examination of inland masters.	24 lbs. ¼ C. W. D. F. ...	24 lbs. ¼ ditto.
Press declaration	28 lbs. ⅛ cream-laid D. F.	24 lbs. ⅛ C. W. D. F.
Form of list of the fines, &c. ...	24 lbs. ⅛ C. W. D. F. ...	24 lbs. ⅛ H. B. D. F.
Statement showing the several amount payable from Police.	24 lbs. ¼ ditto ...	24 lbs. ¼ white double foolscap.
Statement showing the quantity of provision issued, &c., 1st class.	24 lbs. ½ ditto ...	24 lbs. ½ ditto.
Statement showing the quantity of provision issued, &c., 2nd class.	Ditto ditto ..	Ditto ditto.
Bill for recovery	24 lbs. ¼ ditto ...	24 lbs. ¼ ditto. scap.
Weekly report	24 lbs. ⅛ ditto ...	24 lbs. ⅛ H. B. D. F.
Summons	18 lbs. ¼ white demy ...	18 lbs. H. B. demy.
Register of disposal of papers ...	15 lbs. blue-laid foolscap...	15 lbs. M. M. B. W. F.
Memorandum	24 lbs. ⅛ C. W. D. F. ...	24 lbs. ⅛ white double foolscap.
List of pending cases ..	28 lbs. ½ ditto ...	24 lbs. ½ C. W. D. F.
Form of processes to be used in certificated cases.	25 lbs. ⅛ white royal ...	20 lbs. ⅛ H. B. royal.
Letter form	24 lbs. ¼ C. W. D. F. ...	24 lbs. ¼ white double foolscap.
Notification electing a Municipal Commissioner.	Ditto ditto ...	Ditto ditto.
Endorsement to Magistrate ...	Ditto ditto ...	Ditto ditto.
Notification electing a Member of the Local Board.	Ditto ditto ...	Ditto ditto.

Description of forms.	Paper required.	Paper substituted.
Form of letter heading ...	Cream-laid quarto post paper	24 lbs. ½ yellow wove cartridge demy.
Ditto do.	Cream-laid paper ...	24 lbs. ½ C. W. D. F.
Form No. 24	24 lbs. ¼ cream-laid double foolscap.	24 lbs. ¼ ditto.
Arrival report ... ... Draught certificate	Blue wove double foolscap	24 lbs. ½ white double foolscap. 24 lbs. ½ ditto.
Quarterly statement of sickness, &c.	54 lbs. ½ M. M. B. L. S. royal.	50 lbs. ½ white cartridge super-royal.

The monthly returns received from the Superintendent, Government Printing, Bengal, show that the cost of printing forms supplied to the Stationery Office during 1890-91 was Rs. 81,691-2-5. The cost of paper supplied to the Press was Rs. 2,98,186-11, so that the total cost of printing forms during the year came to Rs. 3,79,877-13-5. In the previous year it was about four lakhs. Appendix I shows the proceeds derived from the sale of forms in Bengal.

Supply of Newspapers, Periodicals and Books.

17. During 1890 all newspapers, periodicals and books published out of India were supplied through the agency of Messrs. King, Hamilton and Company, from whom a discount of 25 per cent. on the published prices on all English books and magazines sent by post and 20 per cent. on those not sent by post is obtained. The Indian publications were, as during the previous year, supplied under the direct orders of this office.

In their letter No. 1807, dated 28th November 1890, the Government of Bengal ordered the supply of religious and school books and materials required by the Garrison schools in the Presidency of Bengal to be made by this office. Up to date about 250 requisitions for these have been received. The books, &c, are supplied through Messrs King, Hamilton and Company, and the school materials through Messrs. Thacker, Spink and Company.

The total number of officers supplied during the year under report was 1,123: 1,794 newspapers, 1,847 periodicals and magazines, and 21,312 books were distributed amongst them.

1. Department, of Finance and Commerce.
2. Home Department, India.
3. Revenue and Agricultural Department, India.
4. Legislative Department, India.
5. Foreign Department, India.
6. Public Works Department, India.
7. Military Department, India.
8. Government of Bengal.
9. " of North Western Provinces and Oudh.
10. " of Punjab.
11. Administration of Assam.
12. " of Burma.
13. " of Central Provinces.
14. Administration of Ajmere-Mewara.
15. Rajputana Agency.
16. Central India Agency.
17. Hyderabad Residency.
18. Beluchistan Agency.
19. Director-General of Railway.
20. Director-General of Post Office.
21. Director-General of Telegraph.
22. Superintendent of Andaman, Port Blair.
23. Surveyor-General.
24. Meteorological Reporter to Government of India.
25. Director-General of Military Works.
26. Director of Geological Survey of India.

The total expenditure incurred on account of subscription, &c., was Rs. 78,148-11-1 against Rs. 70,110-4-2 in the previous year. These amounts are divided amongst 26 departments as shown in the margin. On the whole the system by which the Stationery Office supplies all English periodicals through an English Firm of Publishers appears to be working well.

Supply of Rubber-Stamps and Stamping inks, &c.

18. This branch has been added since the 1st April 1890. The Government of India, in the Finance and Commerce Department, Resolution No. 1005, dated 28th February 1890, ordered that from 1st April 1890 the Superintendent of Stationery should discharge the duties of—

(*a*) Supplying rubber-stamps and stamping inks, &c., to all Government officers in India, including Burma and Assam, with the exception of those in Bombay, Madras, and Coorg.

(*b*) Inviting tenders for the supply of these articles every year.

(*c*) Paying the bills of the contractors, &c.

The total number of indents for rubber-stamps and stamping inks, which were supplied in 1890-91, was 776 as shown in Appendix K. The number of stamps, as well as the quantity of stamping inks, supplied during the year are also shown in the appendix.

From 1st April 1890, bills amounting to Rs. 7,104-6-6 have been passed for payment. 577 letters were received and 1,733 sent out, including orders, advices, and statements, &c.

Mr. J. C. S. Robinson, the Boston Rubber-Stamp Company, and Messrs. Thacker, Spink and Company, were the contractors for the year under report, as approved by the Board in their letter No. 104B, dated 22nd April 1890. The contract rates of the three different contractors are cited in the margin. For the current year the whole contract has been given to Mr. Robinson at reduced rates. Some few complaints were received regarding the quality of the stamps and the breakage of inks in transit, and these were of trifling nature; in each case the Contractor promptly remedied the defect.

The rates of Mr. Robinson for stamps were from Re. 1 to Rs. 5-8 each according to the sizes, exclusive of packing and postage charges.

The rates for sets of moveable dates and ink were Rs. 3 per set, and annas 4 per ounce respectively.

The rate of the Boston Rubber-Stamp Company for stamps was Rs. 2-8 each, exclusive of packing and postage charges.

The rates for ink and sets of moveable dates were annas four per ounce, and Rs. 5 per set.

The rates of Messrs. Thacker, Spink and Company were for stamps from Re. 1-8 to Rs. 5 each according to the sizes, exclusive of postage and packing charges. The rates for ink and sets of moveable dates were as. 2-6 per ounce, and Rs. 4 per set.

It will be seen from paragraph 2 of the Government Resolution referred to above, that hitherto the expenditure incurred in the purchase of rubber-stamps and inks averaged more than Rs. 25,000 a year, while the statement submitted herewith shows that the expenditure during 1890-91 was Rs. 7,104-6-6 only. The new arrangement, therefore, produces a saving of 71·5 per cent.

19. Since the manufacture of water-marked paper has been entrusted under a special contract to the Titaghur Paper Mills, the Assistant Superintendent is required to visit these mills once a quarter, or oftener if necessary, to examine the stock and the mills-books in regard to the quantity supplied and the quantity spoilt and repulped. Mr. Meik is also required to go to the Jail Press three times a week in connection with the work of form printing. These and all his other duties he has discharged effectively.

I have the honour to be,

SIR,

Your most obedient servant,

F. C. BARNES,

Superintendent of Stationery.

APPENDIX A.

Comparative statement showing the distribution on account of cost of stationery claimed from each Local Government and Administration in detail of Departments under them during the years 1889-90 *and* 1890-91.

Number.	Departments.	Bengal.		North-Western Provinces and Oudh.		Punjab.		Assam.		Central Provinces.		Burmah.		Upper Burmah.	
		In 1889-90.	In 1890-91.	In 1889-90.	In 1890-91.	In 1889-90.	In 1890-91.	In 1889-90.	In 1890-91.	In 1889-90.	In 1890-91.	In 1889-90.	In 1890-91.	In 1889-90.	In 1890-91.
		Rs. A.	Rs. A.	Rs. A.	Rs. A.	Rs. A.	Rs. A.	Rs. A.	Rs. A.	Rs. A.	Rs. A.	Rs. A.	Rs. A.	Rs. A.	Rs. A.
1	Revenue	20,078 9	21,724 4	8,992 7	9,294 0	4,476 12	7,427 3	5,107 13	4,549 2	35 2	64 2	9,727 1	11,067 6	7,665 11	6,936 7
2	Forest	1,072 2	1,139 8	2,650 6	1,721 4	823 9	1,595 4	797 7	879 0	118 0	298 11	686 3	589 1	601 5	639 2
3	Customs	2,304 9	3,884 12	...	...	...	...	...	...	...	...	207 8	174 9	...	...
4	Opium	1,549 4*	1,820 2	...	...	...	...	...	...	...	...	...	...	...	...
5	Administration	9,725 3	10,773 5	5,981 0*	6,030 0	11,053 1	8,632 12	1,614 10	2,270 7	4,593 13*	3,390 0	6,950 6	5,009 15	693 8	433 4
6	Law and Justice	21,584 11*	21,393 14	6,465 9	5,649 6	2,871 9	3,970 9	158 14	157 14	...	...	473 9	421 14	40 6	252 5
7	Jail	1,327 0	1,449 14	537 2	523 5	468 7	324 3	462 0	365 8	...	...	396 13	479 4	348 8	340 1
8	Minor Department	1,690 15	2,692 9	303 0	280 15	111 4	97 15	39 8	33 12	...	...	...	...	...	...
9	Police	705 9	789 2	2,497 4	2,429 4	1,280 9	437 1	912 9	736 1	...	...	5,286 1	3,870 8	6,576 11*	6,393 0
10	Marine	578 10	453 8	...	...	...	...	...	...	...	...	183 7	190 10	127 6	86 6
11	Education	2,877 13	3,163 4	862 4	860 5	1,599 4	1,226 8	373 0	388 14	...	139 11	463 0	564 0	...	...
12	Public Works Department (Ordinary)	4,049 2	4,159 11	3,210 14	4,879 0	4,003 15	2,308 8	1,516 4*	1,384 11	454 6	1,841 7	2,091 15	2,053 2	2,295 2*	1,714 5
13	Public Works Department (Irrigation)	5,849 0	4,123 12	2,160 10	1,890 6	3,716 2	7,084 6	...	...	...	...	...	...	88 11	176 10
14	Stationery and Printing ...	3,07,260 15*	3,62,937 5	1,39,460 7*	1,43,872 11	33,037 8	37,799 0	3,678 13*	3,710 9	2,723 13*	437 4	1,44,987 15*	1,06,266 15	...	...
15	Registration	3,961 9	4,214 5	36 14	28 11	1,822 3	141 8	441 1	345 7	...	...	...	...	...	...
16	Ecclesiastical	58 12	51 4	...	...	25 13	17 3	...	...	...	...	25 10	13 7	...	...
17	Wards'	962 10	972 0	...	...	...	...	...	...	...	...	...	...	...	...
18	Vernacular Department ...	6,411 8	7,372 13	3 1	49 7	31 11	1 1	3,434 12	2,513 7	...	...	...	...	...	...
19	Joint Public Works and Road Cess	660 6	730 14	...	...	...	...	...	...	...	...	...	...	...	...
20	Medical	1,850 10	2,048 1	735 0	789 10	459 2	726 11	103 3	113 13	...	4 4	310 15	478 0	509 12	548 11
21	Local Boards	...	...	1,236 9	1,298 9	...	...	111 14	...	22 8	...	...	...	...	...
	Total cost of Stationery ...	3,94,768 13*	4,56,374 3	1,75,132 7*	1,79,596 13	65,780 13	71,789 12	18,751 12*	17,448 9	7,947 10*	6,166 7	1,71,795 7*	1,31,169 11	19,247 0*	17,520 3
	Deduct the value of water-marked paper returned by the Treasury Officer, Moulmein, during 1889-90	...	...	...	...	...	...	...	...	...	...	208 0	...	...	...
	Total ...	3,94,768 13*	4,56,374 3	1,75,132 7*	1,79,596 13	65,780 13	71,789 12	18,751 12*	17,448 9	7,947 10*	6,166 7	1,71,587 7*	1,31,169 11	19,247 0*	17,520 3
	Add ⅓rd of the cost of stationery supplied during 1888-89 on account of road cess to the officers in charge Joint Public Works and Road Cesses (*vide* letter No. 465C., dated 29th November 1889, from Accountant-General, Bengal)	350 14	...	...	...	...	...	...	...	...	...	...	...	...	...
	Total ...	3,95,119 11*	4,56,374 3	1,75,132 7*	1,79,596 13	65,780 13	71,789 12	18,751 12*	17,448 9	7,947 10*	6,166 7	1,71,587 7*	1,31,169 11	19,247 0*	17,520 3
	Deduct ⅓rds of the cost of stationery supplied to the Public Works Cess Department during 1888-89 (*vide* letter No. 465C., dated 29th November 1889, from Accountant-General, Bengal)	426 4	...	...	...	...	...	...	...	...	...	...	...	...	...
	Total ...	3,94,693 7*	4,56,374 3	1,75,132 7*	1,79,596 13	65,780 13	71,789 12	18,751 12*	17,448 9	7,947 10*	6,166 7	1,71,587 7*	1,31,169 11	19,247 0*	17,520 3
22	Water-marked paper for Court-fee stamps	1,12,199 5	1,11,855 7	...	...	45,500 0	46,372 8	7,856 5	6,539 4	6,950 6	8,370 0	...	...	...	...
	Grand Total ...	5,06,892 12*	5,68,229 10	1,75,132 7*	1,79,596 13	1,11,280 13	1,18,162 4	26,608 1*	23,987 13	14,927 10*	14,536 7	1,71,587 7*	1,31,169 11	19,247 0*	17,520 3

APPENDIX B.

List of new officers in 1890-91.

Name of officers.	Address.
India.	
Political Agent, Zhob	Appozai.
Political Agent, Kalat, for Tehsildar of Khans Lands	Jacobabad.
Political Resident in Turkish Arabia	Baghdad.
Census Commissioner for India	Simla.
Provincial Superintendent of Census, Ajmere and Marwara ...	Ajmere.
Examiner, Public Works and Railway Accounts, Baluchistan ...	Quetta.
Bengal.	
Superintendent, Census Operations, Bengal	Calcutta.
Executive Engineer, Sikkim Division	Guntak.
Political Agent, Guntak	Darjeeling.
Secretary, Leper Asylum Committee	Calcutta.
Assistant Sub-Deputy Opium Agent, Utraula Subdivision ...	Gonda.
Babu Sarat Chandra Das, C.I.E., Tibetan Translator to Government	Calcutta.
North-Western Provinces and Oudh.	
Superintendent, Census Operations, North-Western Provinces and Oudh	Allahabad.
Forest Officer, Lalitpur Division	Lalitpur.
Settlement Officer, Garhwal	Pauri.
Deputy Commissioner and Settlement Officer	Unao.
Executive Engineer, Lower Division, E. J. Canal	Delhi.
Punjab.	
Executive Engineer, Inundation Canal	Shahpur.
Superintendent of Census Operations, Punjab	Lahore.
Assam.	
Superintendent of Census Operations, Assam	Shillong.
Cadastral Settlement Officer, Assam Valley Districts	Jorhat.
Political Officer, North Lushai Hills	Aijal.
Civil Surgeon of Fort Aijal	Lushai.
Sub-Inspector of Schools, Jaintea Hills	Jowai.
Ditto of ditto	Silchar.
Ditto of ditto	Hailakandi.
Ditto of ditto	Habiganj.
Ditto of ditto	Karimganj.
Ditto of ditto	Sunamganj.
Ditto of ditto South Sylhet	Maulvi Bazar.
Ditto of ditto	Dhubri.
Ditto of ditto	Goalpara.
Ditto of ditto	Barpeta.
Ditto of ditto	Mangaldai.
Ditto of ditto	Nowgong, Assam.
Ditto of ditto	Jorhat.
Ditto of ditto	Golaghat.
Ditto of ditto	Dibrugarh.
Ditto of ditto	North Lakhimpur.
Burma.	
Deputy Conservator of Forests	Katha.
Ditto, Upper Chindwin	Kindat.
Judicial Commissioner, Upper Burma	Mandalay.
Assistant Superintendent, Railway Police, Burma	Rangoon.
Commandant, Reserve Battalion	Pyinmana.
R. A. Gibson, Esq., Extra Assistant Commissioner and Superintendent Oil Field Special Survey	Mandalay.
Political Officer, Chin Hills	Fort White.
Superintendent, Census Operations, Burma	Rangoon.
Settlement Officer, Kyauksi District	Mandalay.

APPENDIX B—*concluded.*

BURMA—*concluded.*

Deputy Commissioner, Town Lands	Rangoon.
Ditto for Survey Schools	Kyauk Pyu.
Ditto ditto	Bassein.
Ditto ditto, Thongwa District ...	Maubin.

MILITARY.

Inspector-General of Ordnance, Western Circle	Rawalpindi.
District Staff Officer, Adjutant-General's Department, Allahabad District	Allahabad.
District Staff Officer Adjutant-General's Department, Oudh District	Lucknow.
District Staff Officer, Adjutant-General's Department, Sirhind District	Kasauli.
Assistant Adjutant-General, Presidency District	Fort William.
Ditto ditto Peshwar District	Peshwar.
Deputy Assistant Adjutant-General, Rohilcund District	Bareilly.
Ditto ditto Bundelkhand District	Agra.
Assistant Adjutant-General, Meerut District	Meerut.
Ditto ditto Punjab Frontier Force	Abbottabad.
Ditto ditto Rawalpindi District	Rawalpindi.
Deputy Assistant Adjutant-General, Eastern Frontier District ...	Shillong.
Assistant Adjutant-General, Lahore District	Meean Meer.
Ditto ditto Quetta District	Quetta.
Deputy Assistant Adjutant-General, Nerbudda District	Jubbulpore.
Railway Transport Officer for Rest Camp	Jhansi.
Commanding Royal Engineer, Black Mountain Field Force ...	Rawalpindi.

STATE RAILWAY IMPERIAL.

Engineer-in-Chief, Zhob Valley Railway Surveys	Quetta.

APPENDIX C.

Statement showing the value of the issues according to the different kinds of articles supplied by the Stationery Office in the two years 1889-90 *and* 1890-91.

No.	Description of Articles.	1889-90.	1890-91.	Increase.	Decrease.
		Rs.	Rs.	Rs.	Rs.
1	Paper, drawing	13,593*	19,853	6,260	...
2	,, writing	3,54,498	3,70,067	15,569	...
3	,, printing	8,43,302*	9,32,236	88,934	...
4	,, coloured	28,240*	33,423	5,183	...
5	,, lithographed ...	2,481	4,733	2,252	...
6	,, water-marked of all kinds	1,74,836	1,75,657	821	...
7	Paper, blotting	13,051	14,076	1,025	...
8	,, marble	4,852	3,653	...	1,199
9	,, carbonic, papyrographic and other kinds ...	85,160	1,07,286	22,126	...
10	Blank books	43,948	50,643	6,695	...
11	Drawing materials ...	13,556	16,070	2,514	...
12	Cloth, tracing	20,643	25,056	4,413	...
13	,, waxed	16,079	19,108	3,029	...
14	,, binding	10,432	17,044	6,612	...
15	,, long and nainsook ...	7,046	7,122	76	...
16	Hones and strops ...	1,288	1,229	...	59
17	Ink bottles and stands ...	2,292	3,023	731	...
18	,, powder and fluid ...	13,814	15,470	1,656	...
19	,, printing	118	759	641	...
20	Parchment	8,767	9,297	530	...
21	Paste, mill, and straw boards	32,743	43,142	10,399	...
22	Pen-knives	3,180	3,378	198	...
23	Erasers	1,563	2,252	689	..
24	Pencils	6,627	11,546	4,919	...
25	Pens, quill	20,835	18,764	...	2,071
26	,, steel	18,314	24,600	6,286	...
27	Rubbers	2,932	2,319	...	613
28	Slates	165	194	29	...
29	Sponges	1,348	1,620	272	...
30	Scissors	1,842	1,585	...	257
31	Sealing wax	5,594	5,425	...	169
32	Tape, twine and thread ...	13,311	14,044	733	...
33	Ribbons	534	593	59	...
34	Vellum	472	220	...	252
35	Rulers	1,390	1,384	...	6
36	Leather	43,940*	44,004	64	...
37	Paper-cutters	466	444	...	22
38	,, weights	639	675	36	...
39	Needles and pins ...	1,134	2,133	999	...
40	Envelopes	18,762*	21,955	3,193	...
41	Other articles	18,782	17,162	...	1,620
	Total issue ...	18,52,569*	20,43,244	1,96,943	6,268
	Add the value of other adjustment	13,891	36,155	22,264	...
	Grand total ...	18,66,460*	20,79,399	2,19,207	6,268
	Difference between increase and decrease	2,12,939	...	...	2,12,939
		20,79,399	...	...	2,19,207

APPENDIX D.

Presses.	Hand-made paper.				Machine-made paper.								Half-bleached printing paper.				White prin tng.			
					Blue laid and blue wove paper.				Cream-wove paper.											
	1889-90.		1890-91.		1889-90.		1890-91.		1889-90.		1890-91.		1889-90.		1890-91.		1889-90.		1890-91.	
	Reams.	Rs.	Reams.	Rs.	Reams.	Rs.	Reams.	Rs.	Reams.	Rs.	Reams.	Rs.	Reams.	Rs.	Reams.	Rs.	Reams.	Rs.	Reams.	Rs.
Government of India	35	654	198	3,331	990	16,624	1,094	11,317	14,322*	75,091*	18,044	1,11,133	7,053	30,964	13,414	53,031	26,540	1,42,032*	38,956	1,97,062
" of Bengal	1,557*	31,267*	1,992	36,255	451*	8,483*	1,570	16,712	2,000	10,435	2,077	11,998	26,690*	1,27,077*	29,368	1,50,026	17,831*	81,628*	18,939	87,700
" of " for Census	...	...	...	...	...	...	...	...	...	...	...	...	...	...	6,447	80,093	...	...	29	152
" of North-Western Provinces and Oudh	159	3,880	371	7,496	10	100	100	725	350	4,425	2,523	17,255	16,710	61,297	14,897	52,715	9,520	40,545	7,132	31,308
Government of Punjab	50	850	120	1,110	15	124	332	1,934	1,079	3,874	1,260	4,118	50	200	440	1,733	4,434	20,203	4,480	20,873
" of Central Provinces	...	...	...	...	...	...	...	...	...	...	...	...	5	41	...	...	...	...	...	...
" of Assam	...	...	...	...	...	...	...	...	...	...	25	150	273	1,184	270	1,160	346	1,789	347	1,853
" of Burmah	...	...	...	...	...	...	...	...	50	200	235	646	6,944	30,537	2,970	13,037	21,191	1,01,339	15,683	69,812
Postal Press, Aligurh	...	...	...	...	...	...	...	...	1,400	6,850	1,008	5,767	4,599	23,372*	3,126	16,335	6,703	49,651*	4,883	33,925
Total ...	1,801*	36,651*	2,681	48,192	1,466*	25,331*	3,096	30,688	19,201*	1,00,875*	25,172	1,51,067	62,324*	2,74,672*	70,932	3,68,130	86,565*	4,37,187*	90,449	4,42,685

A

APPENDIX E.

Statement showing the value of country papers purchased locally during 1889-90 *and* 1890-91.

Description of heads.	Country paper.					
	1889-90.			1890-91.		
	Rs.	A.	P.	Rs.	A.	P.
White printing	4,53,225	8	5	4,95,258	3	4
Coloured ditto	13,009	0	6	23,496	4	3
Buff or half-bleached ...	3,00,678	2	6	3,96,555	5	0
White cartridge	81,356	0	2	57,030	12	6
Yellow-wove cartridge ..	23,945	5	0	4,340	5	0
Half-bleached ditto ..	6,635	1	0	2,871	13	9
Brown ditto ...	56,373	0	8	75,165	9	7
Ditto ditto glazed ...	14,419	0	7	21,712	9	9
Blotting	12,504	6	0	13,470	0	0
Cream-wove	18,545	15	4	1,49,169	15	2
Azure laid	5,450	0	0	29,483	3	3
Water-marked	.....			33,840	10	0
Total ...	9,86,141	8	2	13,02,394	11	7
Commission at five per cent. ...	49,307	1	2	65,119	11	9
Grand total ...	10,35,448	9	4	13,67,514	7	4

APPENDIX F.

Comparative statement of rates of country paper during 1889-90 *and* 1890-91.

Description of Paper.	Bally Mills.		Titaghur Mills.		Lucknow Mills.		Scindia Mills.	
	Rate for 1889-90.	Rate for 1890-91.	Rate for 1889-90.	Rate for 1890-91.	Rate at Lucknow in 1889-90.	Rate at Lucknow in 1890-91.	Rate at Scindia, 1889-90.	Rate at Scindia, 1890-91.
	Per lb. As. P.	Per lb. As. P.	Per lb. As. P.	Per lb. As. P.	Per lb. As. P.	Per lb. As. P.	Per lb. As. P.	Per lb. As. P.
White printing or bleached	2 10	2 10	2 10	2 10	2 10	2 10	3 1½	2 0
Buff or half-bleached	2 6	2 6	2 6	2 6	2 6	2 6	2 9½	2 6
Coloured paper	3 5	3 5	3 5	3 5	3 4	3 4	3 7½	3 5
White cartridge	3 4	3 4	3 4	3 4	3 3	3 3	3 4½	3 4
Half-bleached cartridge	2 9	2 9	2 9	2 9	...	...	...	...
Ditto ditto glazed ...	...	2 0	...	2 9	...	...	...	...
Brown cartridge	1 9	1 9	1 9	1 9	1 9	1 9	2 1½	1 9
Ditto glazed	2 2½	2 2½	2 2½	2 2½	...	...	...	2 2½
Blotting	3 9	3 9	3 9	3 9	...	...	...	...
Cream-wove	3 7	3 7	3 7	3 7	...	3 6	...	3 7
Azure-laid	3 9	3 9	3 9	3 9	...	3 7	...	3
Yellow-wove	...	3 9	...	3 9	...	3 7	...	...

APPENDIX F.—PART II.

List of Contractors for 1890-91.

1	2	3	4	5	6	7	8
Names of Contractors.	Address.	Description of articles contracted for.	Quantity.	Rate.	Deposit.	Date of signing contracts.	Amount of contract.
				Rs. A. P.	Rs. A. P.		Rs. A. P.
Amrito Lal Roy	No. 55, Barrawaritola, Bellilaghatta.	Blue-black ink powder ...	32,000 bundles, each yielding a quart bottle of fluid.	0 14 0 per doz.	200 0 0	26th April 1890 ...	2,333 5 4
		Black printing ink ...	3,000 lbs. in tins of 5 lbs. each.	0 10 0 per lb. ...	...	...	1,875 0 0
Kanye Lal Dey	No. 8, Hurro Lal Dass' Lane, Jora Bagan Street.	Blue-black ink powder ...	32,000 bundles, each yielding a quart bottle of fluid.	0 14 0 per doz. ...	116 0 0	2nd May 1890 ...	2,333 5 4
David Waldie & Co. ...	No. 1, New China Bazar Street, Calcutta.	Black fluid ink	4,000 quart bottles	2 2 0 „ ...	100 0 0	13th April „ ...	708 5 4
		Ditto registration ...	2,000 „ ...	2 12 0 „ ...	...	...	458 5 4
		Black copying ink ...	100 „ ...	5 0 0 „ ...	...	...	41 10 8
		Ink, black, condensed in stone bottles yielding a quart of fluid ink.	200 „ ...	2 10 0 „ ...	...	...	43 12 0
		Ink, blue-black, condensed in stone bottles yielding a quart of fluid ink.	750 „ ...	3 8 0 „ ...	...	...	218 12 0
Sen Brothers	No. 23, Lansdowne Row, Bhowanipore.	Black ink fluid	4,000 „ ...	1 12 0 „ ...	37 0 0	12th May 1890 ...	583 5 4
		Red ink fluid	500 „ ...	3 12 0 „ ...	...	...	156 4 0
Bhootnath Banerjee ...	North Baranagore	Black ink fluid	4,000 „ ...	1 12 0 „ ...	40 0 0	30th April 1890 ...	583 5 4
		Red ink fluid	500 „ ...	3 12 0 „ ...	...	...	156 4 0
Bhola Nath Mitter ...	No. 32, Hirtaky Bagan Lane.	Wax-cloth, 5 yards × 1 yard	15,000 pieces ...	0 13 0 per piece	761 0 0	6th May 1890 ...	12,187 8 0
		Gum Arabic	6,000 lbs. ...	30 0 0 per maund	...	...	2,195 2 0
		Glass paper-weights ...	1,000 No. ...	1 5 0 per doz. ...	...	...	109 6 0
		Ink glasses with pewter tops	6,000 „ ...	1 5 0 „ ...	...	...	656 4 0
Basack & Co.	No. 106, Manicktollah Road	Paste boards, royal size, white.	100,000 pieces ...	0 9 0 „ ...	300 0 0	1st May 1890 ...	4,687 8 0
Avetoom Brothers ...	No. 32, Ezra Street ...	Red sealing-wax	85 maunds ...	41 0 0 per maund	200 0 0	2nd May „ ...	3,485 0 0
Alahibux Patwar ...	No. 6, Radha Bazar Lane	Cotton thread in skeins of one tollah each.	25 „ ...	1 5 6 per seer ...	100 0 0	20th May „ ...	1,343 12 0
Golam Ali	No. 29, Baniapookur ...	Leather, calf, uncolored ...	150 pieces ...	3 0 0 per piece	22 8 0	14th May „ ...	450 0 0
Deno Nath Dass & Co. ...	No. 134, Upper Circular Road.	Uncolored sheep leather—					
		No. 1, 36″ × 22″	19,000 „ ...	0 10 0 each ...	1,000 0 0	5th May „ ...	11,875 0 0
		No. 2, smaller	9,500 „ ...	0 8 0 „ ...	...	...	4,750 0 0
		Colored sheep leather—					
		No. 1, 36″ × 22″	1,700 „ ...	0 11 0 „ ...	...	...	1,168 12 0
		No. 2, smaller	800 „ ...	0 9 0 „ ...	...	...	450 0 0
Mahomed Haneef Meah, Proprietor, Curriah Tannery.	No. 8, Tillzallah Road ...	Uncolored sheep leather—					
		No. 1, 36″ × 22″	19,000 „ ...	0 10 0 „ ...	1,000 0 0	28th April 1890 ...	11,875 0 0
		No. 2, smaller	9,500 „ ...	0 8 0 „ ...	...	...	4,750 0 0
		Colored sheep leather—					
		No. 1, 36″ × 22″	1,700 „ ...	0 11 0 „ ...	...	...	1,168 12 0
		No. 2, smaller	800 „ ...	0 9 0 „ ...	...	...	450 0 0
Nibarun Chunder Dass & Co.	No. 16, Bhowanipore, Sankaripara.	Lead paper-weights weighing 12 oz. each.	3,500 No. ...	1 3 0 per doz. ...	25 0 0	30th April 1890 ...	346 5 8
Nathu Lall	Hazrutgunge, Lucknow ...	Tags, silk	40,000 „ ...	8 2 0 per 1,000	17 0 0	2nd May „ ...	325 0 0
Bhoobun Chunder Ghose	No. 50, Strand Road ...	Corba cloth, 2 yards × 32 inches.	3,000 pieces ...	18 8 0 per 100 ...	26 0 0	30th April „ ...	555 0 0
Gora Chand Mullick & Sons.	No. 35, Tara Chand Dutt's Street.	Silk thread in skeins of one tollah each.	2½ maunds ...	8 8 0 per seer ...	...	To be obtained on order.	850 0 0
Kally Kishto Paramanic	No. 09, Durmahatta Street, Nimtolla.	Wooden inkstand, double	3,000 No. ...	0 2 6 each ...	25 0 0	28th May 1890 ...	468 12 0
Messrs. George Henderson & Co., Agents, Bally Paper Mills Co., Ld.	Calcutta	Paper as per schedule ...	1,219 tons ...	As per schedule ...	9,000 0 0	15th April „ ...	4,52,293 5 4
Ditto ditto ...	Ditto	Cream wove, blue laid or wove and yellow wove paper as per schedule.	201 „ ...	Ditto ...	5,000 0 0	26th May „ ...	1,01,605 0 0*
Messrs. F. W. Heilgers & Co., Agents, Titagurh Paper Mills Co., Ld.	Ditto	Ditto ditto ...	201 „ ...	Ditto ...	5,000 0 0	23rd May „ ...	1,01,605 0 0*
Ditto ditto ...	Ditto	Paper as per schedule ...	1,216 „ ...	Ditto ...	10,000 0 0	10th April „ ...	4,50,905 0 0
Messrs. Finlay Muir & Co., Agents, Scindia Paper Mills Co., Ld.	Ditto	Ditto ...	502 „ ...	Ditto ...	1,500 0 0	24th April „ ...	1,02,809 2 8
Messrs. Akhil Chunder Banerjee & Co.	No. 34, Padmopookur Street, Kidderpore.	Packing cases	As per schedule ...	Ditto ...	1,000 0 0	23rd April „ ...	10,000 0 0
Shaik Bhogai Sirdar ...	No. 34, Emambagh Lane, Gomegurh, Calcutta.	Cooly labour	Ditto ...	Ditto ...	500 0 0	23rd April „ ...	6,400 0 0

* The contract to be in force for three years, viz., 1890-91 to 1892-93.

APPENDIX G.

Statement showing the number of Books, Forms, and Envelopes received and issued during 1890-91.

	Quantities received during 1890-91.					Quantities issued during 1890-91.				
	1	2	3	4	5	1	2	3	4	5
Month.	Books.	Number of forms contained in books shown in column 1.	Forms.	Envelopes.	Total of columns 2, 3 and 4.	Books.	Number of forms contained in books.	Forms.	Envelopes.	Total of columns 2, 3 and 4.
April 1890	4,766	434,245	7,520,552	60,048	8,014,845	5,566	522,948	4,784,318	157,491	5,464,757
May „ ...	11,642	885,755	8,201,360	329,671	9,416,786	7,402	475,471	2,625,727	158,356	3,259,554
June „ ...	4,897	403,676	3,531,738	199,969	4,135,383	4,559	244,982	4,005,860	313,531	4,564,373
July „ ...	12,239	1,171,458	3,707,846	83,601	5,052,905	9,265	727,747	8,136,115	332,985	9,196,847
August „ ...	8,636	775,463	3,354,154	30,190	4,159,810	6,622	341,683	7,993,985	186,265	8,521,933
September „ ...	13,877	849,028	3,403,809	172,214	4,425,051	6,082	434,482	6,119,260	239,738	6,793,420
October „ ...	5,469	408,339	2,496,901	381,454	3,346,694	12,489	634,220	1,551,235	72,752	2,258,207
November „ ...	19,392	803,053	2,752,131	539,092	4,094,276	21,798	1,279,848	4,492,899	46,088	5,818,835
December „ ...	16,079	899,755	5,013,491	43,856	5,957,102	14,412	1,042,827	4,093,439	68,185	5,204,401
January 1891	6,859	301,580	5,500,736	41,554	5,843,870	11,761	677,612	6,168,656	248,190	7,094,458
February „ ...	7,023	523,589	6,182,987	7,262	6,713,838	13,908	901,001	3,866,097	290,856	5,057,954
March „ ...	3,141	277,440	5,327,899	105,723	5,711,062	20,900	1,382,370	3,474,804	311,407	5,108,671
	1,14,620	7,793,384	57,083,604	1,994,634	66,871,622	135,154	8,605,191	57,312,425	2,425,844	68,403,460

APPENDIX H.

List showing the number of items and of new and revised forms in each section during the year 1890-91.

	Department.	Number of items in each section.	Number of new forms added to each list.	Number of items revised.
1.	Sonthal Pergunnahs forms	80	...	1
2.	Forest Department, Bengal	133	3	...
3.	Ditto, Assam	48	1	...
4.	Bengal Jail District	157	2	6
5.	Ditto Subsidiary	56	...	
6.	Bengal Police	288	...	64
7.	Bengal Government, Executive... ...	282	2	5
8.	General use, Miscellaneous	21	...	...
9.	Emigration, Colonial	84	2	...
10.	Ditto, Inland	67	2	...
11.	Road Cess	153	1	5
12.	Do. Fund	17	...	...
13.	Assam Revenue	372	19	7
14.	Do. Income-tax	28	...	1
15.	Do. Executive	215	67	29
16.	Do. Emigration	63	...	3
17.	Do. Police	222	6	2
18.	Do. Jail District...	172	1	1
19.	Do. ,, Subsidiary	81	4	
20.	Do. Public Works Correspondence ...	34	...	...
21.	Do. Chief Engineer	35	...	...
22.	Do. Registration	96	...	...
23.	Do. Education	100	...	13
24.	Do. Medical	32	...	3
25.	Do. Accountant and Treasury ...	133	2	9
26.	Do. Births, Deaths, and Marriages ...	14	...	...
27.	Board of Revenue	1,349	21	86
28.	Legal Remembrancer (Civil Suit) ...	13	...	...
29.	Bengal Income-tax	147	2	3
30.	Public Instruction	147	...	5
31.	Ecclesiastical (five sets, Appendices 7A to 7E)	72	...	...
32.	Bengal Registration	171	8	4
33.	Mahomedan Marriage Registration ...	19	...	...
34.	Brahmo Marriage	11	...	..
35.	Toll	43	...	43
36.	Canal			
37.	Customs, outports	120	...	...
38.	Ditto, Calcutta	239	5	...
39.	Calcutta and outport, Marine	85	11	1
40.	Accountant-General, Bengal	314	4	36
41.	Public Works Correspondence	47	1	...
42.	Superintending Engineer	29	4	...
43.	Irrigation	46	...	...
44.	Ditto, Revenue	24	...	...
45.	Local Works	15	...	1
46.	Medical	44	4	11
47.	Lunatic Asylum	17	...	...
48.	Sanitary	31	...	5
49.	Vaccination	86	8	...
50.	Stamps	24	9	6
51.	High Court, Civil Procedure Code ...	339	19	10
52.	Ditto, Civil Miscellaneous ...	429	93	30
53.	Ditto, Criminal	451	13	41
54.	Small Cause Court	30	...	6
55.	Government of Bengal, Marine Department, Form No. 1.	18	18	...
56.	Government of Bengal, Marine Department, Form No. 1A.	14	14	...
	Total ...	7,357	346	437

APPENDIX I.

Statement showing the value of service-books and saleable forms sold in Bengal and Assam and other Provinces during 1890-91.

Description of Forms.	1889-90.	1890-91.	Increase.	Decrease.
Revenue Forms.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
Excise account forms and books ...	524 12 3	434 15 3	...	89 13 0
Atraffi rowanah forms	2,373 12 0	2,589 8 0	215 12 0	...
Application for information and copies	1,132 11 0	596 9 3	...	536 1 9
Rules for grant leases, &c. ...	.....	...	...	...
Statement of accounts under Bengal Tenancy Act.	248 6 8	14 14 3	...	233 8 5
Receipt for rent under Bengal Tenancy Act.	3,907 5 5	1,747 7 0	...	2,159 14 5
High Court Forms.				
Application for information and copies and memorandum of appeal.	6,261 1 0	5,780 10 0	...	480 7 0
Service-books	367 13 3	149 14 9	...	217 14 6
Custom Forms.				
Shipping bill forms	1 14 0	2 8 2	0 10 2	...
Executive Government of Bengal.				
Form of receipt for collection of chowkidari tax.	2,583 8 11	2,208 9 1	...	374 15 10
Miscellaneous.				
Assam. Registers kept by stamp vendors ...	71 2 6	21 12 0	...	49 6 6
Assam. Value of service-books supplied ...	74 6 0	29 11 0	...	44 11 0
Assam. Value of saleable forms supplied ...	1,656 3 3	1,570 9 0	...	85 10 3
Value of service-books supplied to Punjab.	625 0 0	...	...	625 0 0
Value of service-books supplied to Central India and treasuries under Comptroller of India Treasuries.	61 8 0	17 11 0	...	43 13 0
Value of service-books supplied to other provinces.	.....	Nil		
Total ...	19,889 8 3	15,164 10 9	216 6 2	4,941 3 8

APPENDIX K.

Statement showing the number of Rubber Stamps and quantity of Stamping inks, &c., and their value, supplied during 1890-91.

Number of indents.		Number of stamps, &c., supplied.			Value.
		Stamps.	Inks.		
			Oz.	Pads.	Rs. A. P.
Government of India ...	134	408	1,258	54	1,276 13 0
Government of Bengal ...	281	523	1,329	29	2,287 10 9
Assam	30	49	370	3	268 14 3
Burma	57	93	538	50	512 6 9
North-Western Provinces and Oudh. ...	112	239	436	12	924 9 6
Central Provinces ...	37	45	426	1	270 12 0
Punjab	125	355	1,988	39	1,563 4 3
Total ...	776	1,712	6,345	188	7,104 6 6

E. D'S.—Reg. No. 1832J—60—1.8.01.

FINANCIAL DEPARTMENT.

MISCELLANEOUS.

No. 175T—F.

DARJEELING, THE 3RD SEPTEMBER 1891.

RESOLUTION.

READ—

Letter No. 519B., dated the 31st July 1891, from the Board of Revenue, submitting the Report on the Administration of the Stationery Department for the year 1890-91.

As in the previous year, the Board have reviewed the report of the Superintendent of Stationery, dealing with the salient features of the year's administration.

2. The following statement, reproduced from the Board's report, shows the value of the stocks, receipts and issues of the year under review, as compared with those of 1889-90:—

	1889-90.	1890-91.
	Rs.	Rs.
Value of stores at the beginning of the year	11,46,468	8,07,666
Ditto received and credited during the year	15,27,658	18,87,799
Total ...	26,74,126	26,95,465
Value of stores issued	18,66,460	20,79,399
Balance ...	8,07,666	6,16,066

These figures are based on the particulars given in the body of the Superintendent's report (paragraph 3), and appear in none of the statements annexed to the report except Appendix C, which only shows the value of the issues according to the different kinds of articles supplied. This defect should be corrected in future reports by the addition of tabular statements which work up to the figures used in the report.

3. There was a rise in the value of the stores both received and issued from the Stationery Office. The increase in "Receipts" occurred chiefly in the purchase of locally-made paper, due to the requirements of the Census Department. The steady decline* in the last few years in the value of stores received from the India Office, due to the policy of substituting local products for European stores, received a slight check in the year under review. This increase (Rs. 5,880) is attributed to larger imports of drawing papers, pencil and copying press materials which could not be obtained locally. Much of the increase under "Issues" is attributed to census work, and to the value of a large quantity of unserviceable stores having been written off the accounts. A considerable increase occurred in the issues to Provincial Governments and to the departments and offices under the Government of India. The real causes of this increase are nowhere indicated in the report, and the explanation furnished by the Board merely amounts to a reiteration of the fact. An examination of the detailed statement promised in paragraph 5 of the Superintendent's report may be expected to throw some light on the subject. The largest increase occurred in Bengal (Rs. 61,681), and the highest decrease (Rs. 40,418) in Burma.

	Rs.
1887-88	5,03,109
1888-89	3,37,348
1889-90	2,04,273
1890-91	2,10,153

4. After eliminating from the total issues (Rs. 20,79,399) the cost of the items noted in the margin, aggregating Rs. 15,76,819, which comprise certain paper adjustments and the consumption of Government presses, the actual cost of stationery supplied to Government offices, including State Railways and local bodies, amounts to Rs. 5,02,580, against Rs. 4,94,033 in the previous year. This expenditure does not seem extravagant, when it is remembered that it includes not only the ordinary supplies of pens, ink, and writing paper, but drawing paper, water colours, book-binding materials and articles used for survey or map-drawing in the whole of Upper India. Taking the total number of indenting offices at about 3,250, the average cost to each indenting office comes to Rs. 154. The above figure, showing the cost of stationery supplied to Government offices, is worked out in a general way in paragraph 7 of the Board's report, but the details should in future be clearly shown in an appendix attached to the report. A list of the new offices which indented on the Stationery Office during the year is given in Appendix B, which shows that the number was 70 against 60 added last year. But the statement, to be more accurate and useful, ought also to show the offices which ceased indenting on the Stationery Office. Some of the survey parties must have been closed, while in certain cases the so-called new offices appear to be really old offices under new names.

	Rs.
Cost of water-marked paper	1,75,657
Value of stores issued to printing presses ...	25,242
Value of unserviceable stores written off and sold	20,596
Value of stores transferred to Bombay and Madras	376
Value of deficiences in stock-taking	618
Value of other miscellaneous adjustments ...	7,487
Loss by revaluing the closing balance at the issue rates of 1890-91 ...	7,077
Supplies to presses ...	13,39,766
Total ...	15,76,819

5. The Superintendent thus summarises the financial results of the year:—"The Imperial Government bears the charges of Rs. 2,10,153 for imported stores (plus the difference in exchange required to adjust the transactions with the Secretary of State), of Rs. 14,04,119 for country-made stores, and of Rs. 8,55,723 for the supplies to departments and offices directly subordinate to it, and to the Census offices. On the other hand, it recovers from local Governments and paying departments, &c., the sum of Rs. 10,51,692 and Rs. 1,10,588 respectively, and holds a stock balance valued at Rs. 6,16,066." The items referred to here are no doubt the principal heads of expenditure, but the Superintendent has omitted to notice some which involve real expenditure, such as the "value of English stores purchased locally" and "value of stores issued to printing presses" for blank books, &c.

6. The income and expenditure of the Stationery Department amounted during the year to Rs. 78,715 and Rs. 70,701 respectively against Rs. 62,240 and Rs 69,568 in 1889-90. The receipts were chiefly derived from an allowance of 5 per cent. commission which the supplier pays to the Stationery Office on the purchase of local stores. Another item of receipt is a charge of 10 per cent. which is realized in addition to the prime cost of the articles from public officers who are not entitled to free supply, but who are supplied on their certifying that the stationery is required for official use only. This allowance is realised to cover the cost of the establishment employed and other incidental charges. The charges are mainly on account of establishment, godown rent, and freight. There was an increase of about Rs. 2,000 in establishment as compared with the previous year, which is due partly to the fact that the Superintendent's office required to be strengthened in some of its branches, and partly to the yearly increments allowed to clerks.

7. In paragraph 13 of his report, the Superintendent refers to the cost of paper of Indian manufacture and of imported English paper. He writes:—

"After a careful examination of the method of comparing the cost of printing paper purchased in India with the estimated cost of obtaining it through the India Office, the Director-General of Stores of the India Office came to the conclusion that the paper could have been supplied cheaper from England. In order that in future the rates charged for locally manufactured paper may be tested with the current prices of English paper, it has been decided that the Superintendent of Stationery shall send samples of paper direct to the Store Department of the India Office seven or eight weeks at least before he calls for tenders, and ascertain, in correspondence with the Director-General of Stores, at what cost similar paper could be obtained in England. The recent establishment of the Bengal Paper Mills at Raneegunge by Messrs. Balmer, Lawrie and Company has increased the competition for Government patronage, and consequently a considerable reduction in the rates of all the Indian Paper Mills for the current year's supply has been effected. There can be little

doubt, I think, that the Indian paper now supplied to the Stationery Office is as cheap, if not cheaper, than English paper, and the price of the latter has apparently reached a minimum."

The Lieutenant-Governor fully agrees in the above view. It is certain that in the end it will be cheaper to buy paper in India, and probably it is so now. Competition has already compelled Indian manufacturers to reduce their prices, and will reduce them still further.

8. The operations of the Form Store Department are confined to checking the indents received for forms from Bengal and Assam, obtaining the forms from the Presidency Jail Press, fixing the quality and size of paper to be used, despatching them to indenting officers, and maintaining a reserve to meet emergent demands. 66,871,662 forms were received from the Press, and 68,403,460 were issued in 1890-91 against 74,667,827 received and 71,201,429 issued in 1889-90. The decrease in issues is attributed to the check exercised over indents by the Stationery Office, and the falling off in receipts to certain forms not having been received from the Press until after the close of the year. There have been several complaints regarding the delay in meeting the indents of officers, which, among other reasons, is attributed to the inability of the Presidency Jail Press to keep up with the demands of the Stationery Office for new proofs, and to meet the requirements of the Superintendent of Census Operations. The attention of the Inspector-General of Jails and the Superintendent of Government Printing, Bengal, will be invited to this matter.

9. Appendix II shows the number of standard forms with the number of new forms that have been added and old forms that have been revised during the year. There is, however, reason to believe that in addition to the forms requiring revision, there are many old forms which have been superseded and require to be cancelled. It is necessary that some officer should constantly be on the watch to detect such cases, and His Honour would wish the Superintendent of Stationery to report when he sees one form overlapping another. For instance, the High Court new criminal forms overlap and should supersede several police forms, and the Sonthal Pergunnahs forms are almost identical with ordinary district forms, and there is apparently no justification for keeping up the separate forms. The total cost of printing and paper for the forms supplied to Government offices was Rs. 3,79,877 against Rs. 4,10,018 during 1889-90.

10. The Lieutenant-Governor is glad to observe that the system of supplying newspapers and periodicals through the agency of Messrs. King Hamilton and Company, and rubber stamps and ink through the Stationery Office, is working well. The total expenditure incurred on account of subscriptions to newspapers, &c., amounts to Rs. 78,148 against Rs. 70,110 in 1889-90. The expenditure incurred in the purchase of rubber stamps and inks was Rs. 7,104, while under the old arrangement the expenditure averaged more than Rs. 25,000 a year.

11. The Lieutenant-Governor notices with satisfaction the good work performed by Mr. Drake, who held the appointment of Superintendent of Stationery up to the 22nd January, on which date he was relieved of his duties by the permanent incumbent.

By order of the Lieutenant-Governor of Bengal,

H. H. RISLEY,

Offg. Secy. to the Govt. of Bengal.

No. 176T—F.

Copy forwarded to the Board of Revenue for information, and for the issue of the necessary instructions to the Superintendent of Stationery.

6880

Nos. 177-78T—F.

COPY, with a copy of the report, forwarded to the Inspector-General of Jails and the Superintendent of Government Printing, Bengal, for information, with special reference to paragraph 8 of the Resolution.

By order of the Lieutenant-Governor of Bengal,

H. H. RISLEY,

Offg. Secretary to the Govt. of Bengal.

DARJEELING,
The 3rd September 1891.

Reg. No. 4119C—100—11-9-91.